September 2012

Dear Parents,

Welcome back to school! This is an exciting year as our Laptops for Learning Program now extends from fifth grade through eighth grade. Students and teachers have shared many valuable learning experiences using the laptops and we look forward to extending this program further.

We are preparing to begin using the laptops with students and we will start returning students' laptops this week. Attached is the Hauser Laptop Procedures form. We ask that every parent read these procedures and become familiar with laptop use and care.

After you have read the form please sign below and have your student sign and return this page. Keep the Hauser Laptop Procedures form so that you can refer to it throughout the year.

Thank you,
Mrs. Whaley

I understand and agree to follow the procedures for the use, care, and storage of the laptop according to the Hauser Laptop Procedures.

Student name: _____

Student grade: _____

Student signature: _____

Parent name: _____

Parent signature: _____

Date: _____

Hauser Laptop Procedures

The purpose of the document is to maximize student learning using the laptops and avoid unnecessary damage to computers.

Procedures for Students

- Network Use at Hauser:
  - Students will use their laptops for teacher directed, school related work at school.
  - Students will not stream music or video across the Hauser network unless directed to by a teacher.
  - All Internet use at Hauser will relate to class work. All personal image and information searches will be done at home.
  - Students will use only their school assigned email address at school.

- Care and Handling:
  - Students will keep all liquids and foods away from their computers.
  - Students will carry their laptops in the bag, messenger style, to and from all classes and home.
  - Students will shut down laptops when being transported between school and home.
  - Students will charge their computers nightly at home.
  - Students who carry their computers in the classroom, outside of the bag, must close the screen.
  - Students will sit at a table or desk while using their computers.
  - Students will never walk away from an open computer. Close the screen.

- Computer Management
  - Students will log into their computers with the account they are assigned.
  - Students will not create additional accounts on their computers or attempt to hack their computers in any way.

- Broken Computers:
  - Any physical damage to a computer must be reported **immediately** to a teacher or technology staff member.
  - You may also email Mrs. Whaley at whaleye@district96.org or Ms. Tousignant at tousignantp@district96.org.
  - Students will bring any damaged computers to the tech office in the Hauser Library before or after school, or during Advisory.
  - Students and parents will not attempt to make repairs to software or hardware on computers.
  - Mr. Bettis will evaluate the repairs needed.
  - A parent contact will be made.
  - The student will be issued a loaner computer that will be kept at school. The student will not take home the loaner computer.

- Students will leave their computers in their locker or in a teacher designated area during lunch.

- Students will store their computers inside the locker room laptop cabinet during P.E.

- Misplaced computers will be brought to the Technology Office. Students who are missing a laptop will check with Ms. Tousignant in the Technology office in the library to see if their computer has been found.

- **Before school procedures:**
    - Students waiting to enter the building must keep their laptops in the bag, carried messenger style.
    - Students may go to Room 205 before school between 7:50 and 8:35 a.m. to work or print.

- **After school procedures:**
    - Students will not remove their laptops from their bag while they are traveling to and from school.
    - Students may go to Room 205 after school between 3:30 and 4:15 p.m. to work or print.
    - When students attend after school events, students will place their laptops in their lockers or the event sponsor will designate a storage location for their laptops.
    - **Students will never leave laptops on the field or blacktop outdoors or the bleachers in the gym.**